

# FY 01 CALENDAR (OCTOBER 2000 - SEPTEMBER 2001)

Carrie Richardson, Coordinator 757-4123

BUDGET AND FINANCE	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Analyzing Funds Usage Documents	None		08-09 488348		17-18 488349	05-06 488350		04-05 488351	30-31 488352			15-16 488354	
APN Budget Formulation	None		01-02 488355				07-08 488356	25-26 488357					
Budget Estimating Techniques	\$375						07-09 488384					15-17 488385	
Civilian Manpower Budget Formulation	None		13 488358					03 488359					
Enhanced Defense Financial Management Training Course										25-29 489719			
Federal Appropriations Law	\$475				29 Jan-01 Feb 488386			09-12 488387		04-07 488388		27-30 488389	
Federal Budget Process	\$250						05-06 488390					13-14 488392	
Introduction to Navy Working Capital Fund	None		30 488360				15 488361						
Introduction to Navy Working Capital Fund (NFMC)	None				10-12 491178				22-24 488376				
Introduction to Navy Financial Management and Accounting (NFMC)	None					13-15 488377				12-14 488378			
Navy Budget Policies and Procedures	None		15-16 488362					11-12 488363					
								30 April-01 May 488364					
O&M,N Budget Formulation	None		16 488365					09 488366					
Principles of Navy Budget (NFMC)	None			12-14 488379							17-19 488380		
RDT&E,N Budget Formulation/Execution	None			13-14 488367			14-15 488368	18-19 488369					
SYSCOM PPBS	None		07 488370				05 488371						
WPN/OPN/PAN &MC Budget Formulation	None		06 488372				22 488373		07 488374				

<b>COURSE TITLE:</b>	<b>ANALYZING FUNDS USAGE DOCUMENTS</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488348 488349 488350 488351 488352 488354	<b>DATE:</b> 08-09 November 00 17-18 January 01 05-06 February 01 04-05 April 01 30-31 May 01 15-16 August 01	<b>NOMINATION DEADLINE:</b> 06 October 00 15 December 00 05 January 01 02 March 01 27 April 01 13 July 01
<b>TIME:</b>	0800-1530 (Day 1) and 0800-1200 (Day 2)	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and documents used by NAVAIR. This course focuses on the major fund usage documents and the responsibilities of program office, budget, accounting, and financial personnel in analyzing these documents.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Discuss the relationship between budget execution and fund usage documents.</li> <li>✍✍ Differentiate between the purpose of fund usage documents, and when given sample data, select the correct one to prepare.</li> <li>✍✍ Describe the criteria and perform a 31 USC 1301(a) and 31 USC 1517 review of fund documents.</li> </ul> <p>Prepare the following fund usage documents:</p> <ul style="list-style-type: none"> <li>✍✍ Order for Work and Services.</li> <li>✍✍ Military Interdepartmental Purchase Request.</li> <li>✍✍ Interdepartmental Purchase Request.</li> <li>✍✍ Request for Contractual Procurement.</li> <li>✍✍ Order for Work and Services/direct Citation.</li> <li>✍✍ Contracts.</li> </ul>	
<b>AUDIENCE:</b>	Budget, accounting and financial personnel (GS-5 through GS-12) who prepare, review and approve fund usage documents.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available	

<b>COURSE TITLE:</b>	<b>APN BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488355 488356 488357	<b>DATE:</b> 01-02 November 00 07-08 March 01 25-26 April 01	<b>NOMINATION DEADLINE:</b> 29 September 00 02 February 01 23 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop APN budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍️ Describe the purpose of the APN appropriation.</li> <li>✍️ Discuss the major policies and procedures impacting APN budget development.</li> <li>✍️ Identify and explain the purpose for the major exhibits within the APN appropriation, including the P-5, P-5A and P-21 for APN 1-4; and for APN-5, P-40, P-3a and Basis for Cost Estimate.</li> <li>✍️ Prepare the P-5, P-5A and P-21 for APN 1-4; and for APN-5 P-40, P-3a and Basis for Cost Estimate.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the APN appropriation. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>BUDGET ESTIMATING TECHNIQUES</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 488384 488385	<b>DATE:</b> 07-09 March 01 15-17 August 01	<b>NOMINATION DEADLINE:</b> 02 February 01 13 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course uses lectures, class readings, and practical exercises to forecast a budget for various organizations. The Object Codes presented in Circular A-11 are explained and are the basis for various estimating exercises. Standard estimating techniques are presented, explained, and used in practical exercises. Attendees will explore and estimate Full Time Equivalent (FTE) requirements, Lapse Rates and personnel cost.	
<b>OBJECTIVES:</b>	<p>Upon completion of the course, attendees should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Define and use common budget terms.</li> <li>✍✍ Estimate both dollar and the FTE requirements for personnel.</li> <li>✍✍ Estimate a budget for an organization using the most appropriate method for the Object Class identified.</li> </ul>	
<b>AUDIENCE:</b>	Individuals requiring the necessary skills to prepare a government budget.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$375.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>CIVILIAN MANPOWER BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488358 488359	<b>DATE:</b> 13 November 00 03 April 01	<b>NOMINATION DEADLINE:</b> 13 October 00 02 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop civilian manpower budgets.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍️ Describe the purpose of the manpower account.</li> <li>✍️ Understand and discuss the major concepts/terms used in developing manpower budgets, specifically: workyears, end strength, direct and reimbursable funded personnel, and object classes.</li> <li>✍️ Identify and explain the purpose for the major manpower exhibits, including the CP-2 and CP-3.</li> <li>✍️ Prepare portions of the CP-2 and CP-3.</li> <li>✍️ Critique justification strategies for the CP-2 and CP-3.</li> <li>✍️ Discuss how the manpower budget fits into the O&amp;M budget.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to civilian manpower budgeting. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>ENHANCED DEFENSE FINANCIAL MANAGEMENT TRAINING COURSE</b>	
<b>VENDOR:</b>	Department of Defense	
<b>LOCATION:</b>	Southern Maryland Higher Education Center California Maryland	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489719	25-29 June 01	03 April 01
<b>TIME:</b>	0800-1600	
<b>DESCRIPTION:</b>	<p>In cooperation with the American Society of Military Comptrollers (ASMC), the Department of Defense is sponsoring a week-long course taught by instructors from the Graduate School, U. S. Department of Agriculture. The course will focus on twelve financial management competencies necessary for mid-level and senior-level financial managers in the DoD and will assist in preparation for the Certified defense Financial Manager (CDFM) examination. For further information about the CDFM Certification process, click on <a href="http://www.asmconline.org">http://www.asmconline.org</a> . Please note that Government regulations prohibit the government from paying for this or any other examination that provides professional certification to an individual.</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, students should be able to display proficiency in the following twelve core competencies:</p> <p>✍️ <b>Resource Management Environment</b> – Government Resource Management Environment; Defense Resource Management Environment; Manpower Management; Personnel Management; Management Internal Controls; and, Fiscal Law.</p> <p>✍️ <b>Budget and Cost Analysis</b> – Planning, Programming and Budgeting; Cost and Economic Analysis; and, Business Management Process Improvement.</p> <p>✍️ <b>Accounting and Finance</b> – Accounting, Finance, and Auditing.</p>	
<b>AUDIENCE:</b>	<p>Civilian and military members of the Department of Defense and US Coast Guard who possess either: 1) a high school diploma or GED <b>and</b> three year of defense-related financial management experience; or 2) an Associate, Bachelor or higher degree <b>and</b> two years of defense-related financial management experience.</p>	
<b>NOMINATIONS:</b>	<p>Demand is projected to be extremely high, <b>apply immediately</b> by completing the Initial Training Request Form, NDW,NAWCAD 12410/28 (Rev. 02/00) and submitting to your training contact/Customer Service Team. The training contact/Customer Service Team transmits the request to the Workforce, Relations and Development Division via the Training Information Processing System (TIPS). Individuals selected will be notified</p>	

<b>COURSE TITLE:</b>	<b>FEDERAL APPROPRIATIONS LAW</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488386 488387 488388 488389	<b>DATE:</b> 29 January - 01 February 01 09-12 April 01 04-07 June 01 27-30 August 01	<b>NOMINATION DEADLINE:</b> 22 December 00 09 March 01 04 May 01 27 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	The course consists of lectures, workshops, and team efforts with heavy emphasis on case studies designed to illustrate appropriation process and procedures. Topics include: nature of appropriation law, life cycle of an appropriation, interpretation of an appropriation, authorization versus appropriation and apportionment, continuing resolutions, obligations and liability and relief. Materials will include Vol. 1, 2 and 3 of Principles of Appropriations Law manual (red book).	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, attendees should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Analyze availability of funds.</li> <li>✍✍ Understand the impact of the various types of funds available.</li> <li>✍✍ Operate under continuing resolutions.</li> <li>✍✍ Know the ground rules for “reprogramming” funds.</li> <li>✍✍ Identify legal and valid obligations.</li> <li>✍✍ Apply the “necessary expense” rule for expenditures.</li> <li>✍✍ Comprehend the difference between “liability” and “relief”.</li> </ul>	
<b>AUDIENCE:</b>	Individuals requiring an understanding of the legal aspects of federal spending and who must approve/disapprove expenditure of funds.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check</p>	

<b>COURSE TITLE:</b>	<b>FEDERAL BUDGET PROCESS</b>	
<b>VENDOR:</b>	The Learning Curve Training Group 2019 Dutchess Road Lithia Springs, GA 30122	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 488390 488392	<b>DATE:</b> 05-06 March 01 13-14 August 01	<b>NOMINATION DEADLINE:</b> 02 February 01 13 July 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course provides attendees with an introduction to the Federal budgeting process. It covers budgeting terms, responsibilities, schedules, processes, decision points, work measurement, standard object classes, evolution of the budget process, role of various agencies and department, the Anti-deficiency Act and accounting concepts. Using a group exercise, each participant will "assume" different roles in the budgeting process.	
<b>OBJECTIVE:</b>	Upon completion of training, participants should have a clear understanding of the budget process.	
<b>AUDIENCE:</b>	This course is particularly useful to employees new to government or new to budgeting.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor. Upon confirmation and prior to the start of the class, the contractor must send and the Course Coordinator must receive a check made payable to the vendor.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	



<b>COURSE TITLE:</b>	<b>INTRODUCTION TO NAVY WORKING CAPITAL FUND</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488360 488361	<b>DATE:</b> 30 November 00 15 March 01	<b>NOMINATION DEADLINE:</b> 27 October 00 09 February 01
<b>TIME:</b>	0800-1200	
<b>DESCRIPTION:</b>	This course is designed to provide participants a general understanding of the Working Capital Fund concept and terms. This is an overview course and does not provide the participant with a detailed understanding of Navy Working Capital Fund (NWCF).	
<b>AUDIENCE:</b>	Budget Analysts and Accountants (GS-11 through GS-13) who need to become familiar with terms and concepts of the Working Capital Fund.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.	
<b>LENGTH:</b>	1/2 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO NAVY WORKING CAPITAL FUND</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Human Resources Office, Building 1489	
<b>COURSE CODE:</b> 491178 488375 488376	<b>DATE:</b> 10-12 January 01 13-15 March 01 21-23 May 01	<b>NOMINATION DEADLINE:</b> 01 December 00 09 February 01 20 April 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to provide participants with a basic understanding of the NWCF; its criteria, processes, and role in the budgeting process, and policies that influence the NWCF process.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> <li>✍ ✍ NWCF concepts, policies and operations.</li> <li>✍ ✍ General accounting principles and their applicability to the NWCF.</li> <li>✍ ✍ Basic cost accounting concepts to include cost, expense and overhead.</li> <li>✍ ✍ Cost Accounting and billing procedures/processes.</li> <li>✍ ✍ Budgeting for working capital fund activity.</li> <li>✍ ✍ Methods of cost control and analysis of financial statements.</li> </ul>	
<b>AUDIENCE:</b>	Financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers and civilian employees who are working under a Navy Working Capital Fund and entry level and intermediate employees in other occupational series working in financial management.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel are not eligible to attend this course.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO NAVY FINANCIAL AND MANAGERIAL ACCOUNTING</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Human Resources Office, Building 1489	
<b>COURSE CODE:</b> 488377 488378	<b>DATE:</b> 13-15 February 01 12-14 June 01	<b>NOMINATION DEADLINE:</b> 12 January 01 11 May 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course provides participants an overview of financial management to include monetary data required to advance organizational goals within an environment of increased competition, exploding technology, and turbulent social and political conditions.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> <li>✍️ <b>F</b>unction of management in organizations with differing characteristics and processes.</li> <li>✍️ <b>I</b>nterplay between the comptroller and managerial decision-making.</li> <li>✍️ <b>A</b>ccounting issues to include types and processes of appropriations, expenditures and reports.</li> <li>✍️ <b>F</b>leet accounting system.</li> </ul>	
<b>AUDIENCE:</b>	Entry level financial management employees, GS-500 series, who are grades GS-5 through GS-11; junior military officers working in financial management; and entry-level and intermediate employees in other occupational series who are working in financial management.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. <b>NOTE:</b> Contractor personnel are not eligible to attend this course.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVY BUDGET POLICIES AND PROCEDURES</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488362 488363 488364	<b>DATE:</b> 15-16 November 00 11-12 April 01 30 April - 01 May 01	<b>NOMINATION DEADLINE:</b> 13 October 00 09 March 01 30 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with policies and procedures used by NAVAIR to formulate and execute the budgets.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Explain the difference between statutes, regulations, and policies.</li> <li>✍✍ Name and describe the differences between the following types of funds: procurement; research, development, test and evaluation (RDT&amp;E); operations and maintenance (O&amp;M); military construction (MILCON); non-appropriated; Navy Working Capital Fund (NWCF); and Foreign Military Sales (FMS).</li> <li>✍✍ Identify the correct funding sources.</li> <li>✍✍ Name and briefly describe the reference material used for budget policy.</li> <li>✍✍ Locate the answer to typical budget policy questions in reference materials.</li> <li>✍✍ Describe 31 USC 1301(a) and 31 USC 1517 responsibilities and how they affect budget formulation and execution.</li> <li>✍✍ Describe how a 31 USC 1301(a) violation can create a 31 USC 1517 violation.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) positions and personnel in related fields. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company</p>	

<b>COURSE TITLE:</b>	<b>O&amp;M,N BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488365 488366	<b>DATE:</b> 16 November 00 09 April 01	<b>NOMINATION DEADLINE:</b> 13 October 00 09 March 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop O&M,N budgets. This course focuses on the major exhibits and the responsibilities of the budget analyst in developing these exhibits.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Describe the purpose of the O&amp;M,N appropriation.</li> <li>✍✍ Understand and discuss the major policies and procedures impacting O&amp;M,N budget development.</li> <li>✍✍ Identify and explain the purpose for the major exhibits within O&amp;M,N, including the OP-32, OP-5, OP-3, OM-1, OM-1Q and PB-27.</li> <li>✍✍ Prepare portions of the OP-32 and OP-5.</li> <li>✍✍ Critique justification strategies for the OP-32 and OP-5.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the O&M,N account. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>PRINCIPLES OF NAVY BUDGET</b>	
<b>VENDOR:</b>	Naval Financial Management Career Center 153 Ellyson Avenue, Suite F Pensacola, FL 32508-5114	
<b>LOCATION:</b>	Human Resources Office, Building 1489	
<b>COURSE CODE:</b> 488379 488380	<b>DATE:</b> 12-14 December 00 17-19 July 01	<b>NOMINATION DEADLINE:</b> 10 November 00 16 June 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course provides an overview of the policies and procedures used to develop budgets in the Department of the Navy (DoN) as it relates to the Planning, Programming, Budget System (PPBS) cycle.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, students should understand:</p> <ul style="list-style-type: none"> <li>✍✍ The PPBS cycle, timeline and terms.</li> <li>✍✍ Key budget players, history, legislation, goals and policies of the PPBS.</li> <li>✍✍ Major programs unit identification codes.</li> <li>✍✍ Planning strategies and force structure.</li> <li>✍✍ Program Objectives Memorandum (POM), Future Years Defense Program (FYDP), Resource Allocation Display (RAD).</li> <li>✍✍ Three phases of the programming stage.</li> <li>✍✍ Budget formulation and review process.</li> <li>✍✍ Budget execution.</li> </ul>	
<b>AUDIENCE:</b>	Entry-level financial management employees, GS-500 series who are grades GS-05 through GS-11, junior military officers working in financial management, and entry level and intermediate employees in other occupational series who are working in financial management.	
<b>NOMINATIONS:</b>	To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel are not eligible to attend this course.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>RDT&amp;E,N BUDGET FORMULATION/EXECUTION</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488367 488368 488369	<b>DATE:</b> 13-14 December 00 14-15 March 01 18-19 April 01	<b>NOMINATION DEADLINE:</b> 10 November 00 09 February 01 16 March 01
<b>TIME:</b>	0800-1530 (Day 1); 0800-1200 (Day 2)	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop RDT&E,N budgets. This course focuses on the major exhibits and the procedures to develop these exhibits. <i>Students should bring a hand held calculator.</i>	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Discern between tasks and activities that should and should not be purchased with RDT&amp;E,N funds.</li> <li>✍✍ Describe the incremental funding policy and cite examples of its use.</li> <li>✍✍ Identify the attributes of a well-written R-2.</li> <li>✍✍ Determine the correct format to use for developing a R-2.</li> <li>✍✍ Describe and indicate the relationship between the R-2 and the R-3.</li> <li>✍✍ Describe the roles and responsibilities of the budget analyst assigned to the RDT&amp;E,N appropriation during budget development.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the RDT&E,N appropriation. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1 ½ Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>SYSCOM PPBS</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488370 488371	<b>DATE:</b> 07 November 00 05 March 01	<b>NOMINATION DEADLINE:</b> 06 October 00 04 February 01
<b>TIME:</b>	0800-1200	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the systems employed by NAVAIR to develop budgets. The course focuses on the Planning, Programming, and Budgeting System (PPBS) and the responsibilities of the budget analyst within this system.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍️ Describe the goals of each phase of PPBS and the functions of the key players.</li> <li>✍️ Describe the role of the SYSCOM and the role of the budget analyst in formulating the budget.</li> <li>✍️ Understand the various concepts used in budget formulation.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the roles of a budget analyst.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1/2 Day	
<b>COST:</b>	None	



<b>COURSE TITLE:</b>	<b>WPN/OPN/PAN&amp;MC BUDGET FORMULATION</b>	
<b>VENDOR:</b>	Naval Air Systems Command 7.6 Competency Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 488372 488373 488374	<b>DATE:</b> 06 November 00 22 March 01 07 May 01	<b>NOMINATION DEADLINE:</b> 06 October 00 16 February 01 06 April 01
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to familiarize participants with the basic concepts and exhibits used by NAVAIR to develop WPN/OPN/PAN&MC budgets. This course focuses on the major exhibits and the procedures to develop these exhibits.	
<b>OBJECTIVES:</b>	<p>Upon completion of the training, students should be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Distinguish between tasks and activities that should and should not be purchased with WPN/OPN/PAN&amp;MC funds.</li> <li>✍✍ Identify the major exhibits used for WPN/OPN/PAN&amp;MC appropriations and their relationship to each other.</li> <li>✍✍ Recognize other exhibits important to the WPN/OPN/PAN&amp;MC appropriations.</li> <li>✍✍ Identify resources for completing WPN/OPN/PAN&amp;MC budget exhibits.</li> <li>✍✍ Develop WPN/OPN/PAN&amp;MC exhibits including P-40, P-5, P-5A, P-3A, P-21 and P-20 using case studies.</li> </ul>	
<b>AUDIENCE:</b>	Budget Analysts (GS-5 through GS-12) and personnel in related fields new to the WPN/OPN/PAN&MC appropriations. A basic understanding of PPBS is assumed.	
<b>NOMINATIONS:</b>	<p>To apply, complete the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 02/00) and submit to your training contact. The training contact transmits the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Confirmation will be forwarded 30 days prior to the class start date. NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) on company letterhead the following information: contractor's name, job title, and government sponsor; course title, number and date; 2-3 statements describing the benefits to the government. The letter must be signed by the company supervisor.</p>	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	